



## **JOINT FORCE HEADQUARTERS WISCONSIN**

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111

### **Job Opportunity Number 04-102**

#### **WISCONSIN ARMY NATIONAL GUARD**

**\*ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 8 July 2004	<b>CLOSING DATE:</b> 22 July 2004
<b>POSITION:</b> Training Specialist, Position Description Control Number 70230000, GS-1712-9/7	<b>LOCATION:</b> 426 <sup>th</sup> Regiment, Fort McCoy, WI
<b>SALARY RANGE:</b> GS-9, \$40,454 to \$52,591 annually GS-7, \$33,071 to \$42,993 annually	<b>TYPE OF APPOINTMENT:</b> Excepted

**Also on our web site at : <http://dma.wi.gov/tech.asp>**

(Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade (GS-9), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.)

**REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS:** The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

#### **\*\*\*INSTRUCTIONS FOR APPLYING - Please read this before you submit your application\*\*\***

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

**(Incomplete applications will not be accepted)**

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? **For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) that you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.**
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date.
- ? Separate applications are required if applying for more than one Job Opportunity Announcement.

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- ? Applicants should also submit DMA Form 181 or Standard Form 181
- ? Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

\*In order to be found qualified, applicants need to be able to show how they possess the General and Specialized experience requirements. Failure to demonstrate these experience requirements may result in disqualification. AFSC/MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.\*

**HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION:** **1.** Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. **2.** Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. **3.** Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. **4.** DD Form(s) 214 (if applicable) should be attached to the application. **5.** Veterans preference does not apply to positions in this agency.

### **PRIOR TO APPOINTMENT SELECTED INDIVIDUAL MUST COMPLETE AND PASS A PREPLACEMENT PHYSICAL**

Information should be sent to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Applications must be mailed at the applicant's own expense. Any questions may be directed to the Personnel Staffing Specialist at (608) 242-3722 or DSN 724-3722. Or Fax (608) 242-3726 or DSN 724-3726.*

**MILITARY MEMBERSHIP REQUIREMENTS:** This position can only be occupied a Commissioned Officer, Warrant Officer or enlisted person eligible for commission/appointment/enlistment in the WI Army National Guard. Must be a U.S. citizen. **Military Grade:** Maximum grade available for Officer is O-3. Compatibility for Officer is 01A, Warrant Officer is O11A, and for Enlisted is CMF 44 or MOS 42A, 42F, or 42L. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):

### **REQUIRED QUALIFICATIONS**

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. **\*Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.\*** **General Experience:** Must have experience, education and/or training which demonstrates ability to perform administrative tasks in the training area. **Specialized Experience:** Must have specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

#### **GS-9:**

- a. Ability to develop and conduct formal classroom training.
- b. Ability to write and prepare course material.
- c. Knowledge of command and control manuals and directives.
- d. Ability to gather data and compile plans and reports.
- e. Ability to establish and maintain effective work relationships.

#### **GS-7:**

- a. Knowledge of various training techniques.
- b. Ability to communicate orally and in writing.
- c. Knowledge of Command and Control manuals and directives.
- d. Ability to do research and collect data.

**Evaluation Method:** All applicants will be initially screened against the general qualifications as indicated above, and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

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**Brief Description of Duties and Responsibilities:** Assists the Training Administrator with the Total Army School System (TASS) in accomplishing command coordinating authority responsibilities. Assists the Training Administrator with various aspects of operations. Reviews data in the Army Training Requirements and Resource System (ATRRS) for appropriate input/output procedures, accuracy and quality assurance. Uses all Training Management System such as ATRRS, the Individual Training Requirements Module (ITRM), etc. Ensures that the training institute and TASS organizations adhere to timelines established by the Training Management Life Cycle either through command and control or coordinating authority. Assists in the management the Distance Learning Programs. Knowledge of ATRRS and various automated training management systems is required to obtain statistical data required by the Training Administrator and the staff.

**Benefits Available:** The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 15 days Military Leave.

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